

Draft Terms of Reference for Officer Group

1. Membership

1.1 Officers comprising representatives of each of the 4 councils:-

- Paul Thomas – Assistant CEO Carmarthenshire (Lead Officer)
- The Director with responsibility for economic development from each of the 4 councils.
- Head of Legal/Monitoring Officer for SBCD
- The Head of Legal/Monitoring Officer for the SWWCJC
- Chris Moore S.151 officer for SBCD and SWWCJC

1.2 In the event that a Director with responsibility for economic development is unable to attend a meeting, then the Chief Executive from the relevant council may attend in their place.

2. Purpose and scope of the review

To conduct a review of the Swansea Bay City Region Programme/Portfolio Management Office and to present an options appraisal with recommendations to the Joint Committee.

The review will include:-

- A review of the governance framework, decision-making structures, accountability, affordability and transparency mechanisms in the SBCD.
- Consider strategic alignment. Evaluate the compatibility of SBCD objectives with SWWCJC's regional transport, planning, and economic regeneration; identify overlaps, gaps, and opportunities for alignment.
- Provide recommendations to enhance collaboration, governance, and delivery.

3. Methodology

- i) To determine which members of staff are included within the scope of the review, to include any staff funded by SBCD via SLA arrangements. To consult with staff as appropriate.
- ii) To clarify minimum requirements/expectations of WG and UK government in relation to reporting obligations etc. for remainder of the SBCD term.
- iii) To consider the SWWCJC functions and governance arrangements and the scope for potential alignment of SBCD and SWWCJC operations and resources.
- iv) To consider other PoMO delivery models eg Cardiff City Deal.
- v) To include consideration of resources available internally to each of the Councils to support delivery of SBCD and the potential to supplement PoMO resource.
- vi) To proactively engage with WG/UK

4. Reporting and anticipated timelines

To WG/UK for comment

To Programme Board

To each of the Council's Executive for approval

To Joint Committee